

APPENDIX C
WAML SAMPLE SPEAKER LETTER

[Library Name]
[Address]
[University Name]
[City, State, Zip Code]

[Date]

Dear [Speaker Name],

Thank you for agreeing to speak at the upcoming Western Association of Map Libraries (WAML) Conference. The conference will be held on Thursday and Friday, [Month/Days, Year] on the [University name] campus. You are scheduled to speak at [time] on [date] for [] minutes. Please plan to include time for questions as well.

At this point, we need to know the following in order to prepare for your talk.

1. What equipment will you need for your presentation? The room is equipped with a lecturn, screen, and projector. We can provide a laptop, slide projector, and overhead projector.
2. Will you need to load a presentation (such as PowerPoint) onto one of our machines or will you be bringing your own laptop?
3. Will you have handouts?
4. Do you need a display area for visual aids?
5. Please provide the following information about your talk:
 - a. The title.
 - b. A short description of what you'll be talking about.
 - c. A short biographical paragraph to be used when you are introduced.

Please let us know by [Date] what you will need. You can contact me via phone at [number] or via email at [address].

Sincerely,

[Name]
[Title]